

**PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS**

Submit all proposals to the Office of Academic Affairs.

2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.

If approved, the proposal will then be forwarded to the Provost/Senior Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Business Education B.S. Degree Changes  
 SUBCOMMITTEE: Teacher Ed 1040-00 PROPOSAL #: 00-05

PROPOSAL: Revise Business Education B.S.  
see attached for rationale & signatures

**Action Signatures:**

Submitter SCOTT MACKENZIE Date \_\_\_\_\_  
 Committee Chair (GEN. ED.)

College Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
 Approve  Disapprove \_\_\_\_\_ Date 2/1/00

J. Welch  
 Curr. Committee Chair  
Serence E. Munn  
 Faculty Senate President

Approve  Disapprove 12/5/00 Date \_\_\_\_\_  
Full Faculty Approval 1-23-01  
 Approve  Disapprove \_\_\_\_\_ Date -09-01

Roger Garbin  
 Provost/Senior Vice Chancellor for Academic Affairs

Approve  Disapprove \_\_\_\_\_ Date 2/7/01

Revised: 10/15/00  
Chancellor

approve  disapprove \_\_\_\_\_  
 Date: 2/1/01

Received by Academic Senate 10/15/00  
 Forwarded to Teacher Education Council 10/10/00

## Program Revision Form

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION  X  INFORMATION ONLY

Department: College of Technical Sciences Program Area: Business Education DATE: September 7, 2000

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms.

### BUSINESS EDUCATION MAJOR

Please see the attached **current Program Sheet** and the attached **proposed Program Sheet** (1999-2001 catalog).

This program is being revised to more closely reflect feedback from constituencies. Faculty of both the Department of Business and the College of Education, as well as students and current high school teachers, have provided input into this process. Changes to this program have minimal impact on other Department degrees - two courses which presently have BUS prefixes will be changed to BUED prefixes. Attached are course drop forms to drop BUS 245 and BUS 302, and new course forms to add BUED 245 and BUED 302.

A number of courses have been added:

BUED 110 - Introduction to Business Education. It is important that students understand the expectations and the process.

BUED 280 is being revised to reflect the growing expectation that teachers be literate in web page design as well as the desire on the part of the teachers that they attain the ability to provide on-line supplements for the classes they teach.

BUED 302, as added, will provide teachers with a background in the future of business, e-commerce and the technical abilities required to create on-line marketing tools.

BUED 305 is a cutting-edge course for business educators, video editing and production. Not only will teachers attain the technical competence in the effective use of video, but they will also learn to integrate these competencies into a variety of courses, including advertising/marketing.

BUED 312, Methods of Teaching Business, a 3 credit class, is being dropped. In its place, we have added a 1 credit Methods course for each individual subject area which our teachers might reasonably be expected to teach. One Methods course to cover so many areas is totally inadequate. These 1-credit courses will be taught consecutively (1/2 semester each).

BUED 424, Methods of Teaching Special Learners, fills a large void in our teacher training. This will be the only course our teachers receive that deals directly with teaching in an "inclusion" environment. This course was added at the suggestion of current high school teachers.

BUED 455, Pre-Practicum Seminar, is being added. The name might well be deceiving. The intent is that student teachers will take approximately 1/3 of this course prior to the student teaching experience, the second 3rd during the experience, and the final third immediately after the experience. We feel that this method of offering the course will allow us to provide additional guidance and allow the students to reflect on this learning experience and share their insights with fellow teachers.

The Department of Business currently has 1 1/2 lines for Business Education. These curriculum changes should result in no additional manpower needs.

Action Signatures:

Submitter

[Signature]

Date 9/7/00

Department Chair

[Signature]

Date 10/4/00

(Signature indicates departmental approval)

Dean, College of Technical Sciences

[Signature]

Date 10-4-00

(Signature indicates College approval)

Teacher Education Council

[Signature]

Date 10/13/00

(if Teacher Education item) Approve

Disapprove

General Education Committee

S. MCKENNA

Date 12/1/00

(if General Education item) Approve

Disapprove

Curriculum Committee

\_\_\_\_\_

Date \_\_\_\_\_

(Signature accounts for consideration of affected department concerns) Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Faculty Senate

\_\_\_\_\_

Date \_\_\_\_\_

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Faculty

\_\_\_\_\_

Date \_\_\_\_\_

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Vice Chancellor for Academic Affairs

Roger Rubin

Date 2/7/01

Approve

Disapprove

Chancellor

[Signature]

Date 2/11/01

Approve

Disapprove

## Business Education Curriculum Proposal

Current Curriculum		Proposed Curriculum	
Course	Credits	Course	Credits
ACCT 261 Principles I	3	ACCT 261 Accounting I	
ACCT 262 Principles II	3	ACCT 262 Accounting II	
BUED 100 Keyboarding	2	ACCT 285 Computerized Accounting Note 1	3
BUED 121 Speedwriting	3	*BUED 110 Introduction to Business Education and Portfolio Development Note 2	1
BUED 142 Word Processing	3	BUS 110 Creative Problem Solving	3
BUED 238 Automated Office	3	BUED 142 Word Processing	2
BUED 280 Business Applications	3	BUED 230 Office Skills Note 3	2
BUED 312 Teaching Methods	3	BUED 245 Personal Finance Note 4	
BUED 400 Office Management	3	BUS 271 Business Law	
BUS 100 Introduction to Business	3	BUED 280 The Internet & Web Page Design for Business Educators Note 5	2
BUS 245 Personal Finance	3	BUS 300 Management	3
BUS 271 Business Law	3	BUED 302 E-Commerce Note 6	
BUS 300 Management	3	*BUED 305 Video Editing and Production Note 7	3
BUS 302 Advanced Business Solutions	3	BUS 335 Marketing	3
BUS 335 Marketing	3	BUED 348 Business Communications Note 8	3
BUS/BUED	44	*BUED 315 Methods of Teaching Accounting Note 9	1
Gen Ed.	40	*BUED 316 Methods of Teaching Keyboarding and Word Processing	1
Ed. Core	32		
Total Credits	116		

\*BUED 317 Methods of Teaching Off. Skills 1

\*BUED 318 Methods of Teaching Personal Finance 1

\*BUED 319 Methods of Teaching Bus. Law 1

SBM 416 New Venture Development 3

BUS 410 International Business 3

\*BUED 421 Methods of Teaching Marketing 1

\*BUED 422 Methods of Teaching Entrepreneurship

\*BUED 423 Methods of Teaching Computer Applications 1

\*BUED 424 Methods of Teaching Business to Special Learners 1

\*BUED 455 Pre-Practicum Seminar  
Note 10

CIS 111 Required (Gen. Ed. Core)

CIS 320 Required (Area C)

ECON 241 Required (Area B)

SPCH 310 Required (Area A)

	56
+	40 GenEd Credits
	96
+	32 Ed Core Credits
	128 Total Credits

24  
15  
39

49% Upper Division Courses

Note 1: Added. Major focus for high school teachers.

Note 2: Added. Helps us satisfy OPI/NCATE standards.

Note 3: Changed from a 3 credit to a 2 credit course. Substituted in place of BUED 238.

Note 4: Prefix changed from BUS to BUED.

Note 5: Both course name and content changed.

Note 6: Prefix changed from BUS to BUED. Course name and content also changed.

Note 7: Course added to provide what we believe is an important competency for business teachers. Also helps us differentiate our program from others.

Note 8: Added to the curriculum.

Note 9: BUED 312, a 3-credit Methods course was dropped and 9, 1-credit content-based methods courses added.

Note 10: Added to allow us to work with the student prior, during, and after the student teaching experience to provide guidance and to help the student reflect on the experience and the learning.

Revised: October 4, 2000  
2001-02 Catalog

**MONTANA STATE UNIVERSITY - NORTHERN**  
**BUSINESS EDUCATION (5-12) MAJOR**  
**No Minor Required**

Student \_\_\_\_\_

**REQUIRED COURSES**

Prefix	No.	Title	Substitute	Institution	Sem	Yr	Cr	Grade
BUED	110	Intro to Bus. Ed.			F Sp Su		1	
BUED	142	Intro Word Processing			F Sp Su		2	
BUED	245	Personal Finance			F So Su		3	
BUED	230	Office Skills			F Sp Su		2	
BUED	280	Internet & Web Design			F Sp Su		2	
BUED	302	Intro E-Commerce			F Sp Su		3	
BUED	305	Video Edit & Prod.			F Sp Su		3	
BUED	315	Methods - Accounting			F Sp Su		1	
BUED	316	Methods - KB & WP			F Sp Su		1	
BUED	317	Methods - Office Skills			F Sp Su		1	
BUED	318	Methods - Pers. Fin.			F Sp Su		1	
BUED	319	Methods - Bus. Law			F Sp Su		1	
BUED	348	Bus. Communications			F Sp Su		3	
BUED	421	Methods - Marketing			F Sp Su		1	
BUED	422	Methods - Entrepreneur			F Sp Su		1	
BUED	423	Methods - Comp. Apps.			F Sp Su		1	
BUED	424	Methods - Spec. Learner			F Sp Su			
BUED	455	Pre-Practicum Seminar			F Sp Su		1	
ACCT	261	Principles I			F Sp Su		3	
ACCT	262	Principles II			F Sp Su		3	
ACCT	285	Accounting Systems			F Sp Su		3	
BUS	110	Creative Prob. Solving			F Sp Su		3	
BUS	271	Legal Env. Of Business			F Sp Su		3	
BUS	300	Management			F Sp Su		3	
BUS	335	Marketing			F Sp Su		3	
BUS	410	International Business			F Sp Su		3	
SBM	416	New Venture Development			F Sp Su		3	
EDPY	112	Brain Compatible Lrng			F Sp Su		3	
EDPY	215	Design. Lrng Environment			F Sp Su		3	
EDUC	376	Assessment in Education			F Sp Su		2	
EDUC	380	Classroom Management			F Sp Su		3	
EDUC	405	Current Issues in Ed.			F Sp Su		3	
EDUC	445	Read, Write, Crit. Thinking			F Sp Su		3	
EDUC	455	General Teaching Methods			F Sp Su		3	
EDUC	450	Teaching Practicum			F Sp Su		12	

**TOTAL CREDITS REQUIRED** by the Program (including Education Core): 88

**ADDITIONAL REQUIREMENTS:**

At least 40 of the total credits required for graduation must be at the 300/400 level. As designed, this program contains 63 -300/400 level credits.

Number of 300/400 level courses listed on papers and transcript: 300/400 LEVEL CREDITS

**TOTAL CREDITS:** Students must have 128 credits to earn a bachelor's degree according to Montana Board of Regents Policy.

This student lists: \_\_\_\_\_ credits, according to the transcript  
 \_\_\_\_\_ credits, on the first page of graduation papers

**TOTAL CREDITS**

**GPA:** Students graduating with a bachelor's degree must have a cumulative GPA of 2.00 and a GPA in both the major and minor of at least 2.5.

**GPA REQUIREMENT FULFILLED:** YES \_\_\_\_\_ NO \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

Dean, College of Technical Sciences

Date \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

NOTE: This form is to be typed or printed legibly. List all courses which fulfill the General Education Requirements.

**GENERAL EDUCATION CORE (15 SEMESTER CREDITS)**

Prefix	No.	Course Title	Substitution	Date Completed	Semester Credit	Grade
	111	Written Communication I			3	
ENGL	112	Written Communication II			3	
SPCH	141 OR 142	Fundamentals of Speech  Interpersonal Communication			3	
MATH	112 OR 110 (NOTE)	College Algebra  Math for Liberal Arts			3	
CIS	111	Integrated Business Applications			3	

NOTE: A HIGHER LEVEL MATH WILL ALSO SATISFY THIS REQUIREMENT. MATH FOR ELEMENTARY TEACHERS (MATH 120) WILL NOT SUFFICE.

**DISTRIBUTION AREAS (24 or 25 SEMESTER CREDITS)**

Students in baccalaureate degree programs must complete a minimum of six credits in each of the four distribution areas. Courses required in student's major program may be counted to meet distribution requirements. **GENERAL EDUCATION CORE COURSES MAY NOT BE USED TO MEET DISTRIBUTION REQUIREMENTS.**

**Area A: HUMANITIES (ART, DRMA, ENGL, FREN, GER, GDSN, HUM, MUS, NAS, PHIL, SPAN, SPCH)**

Prefix	No.	Course Title	Date Completed	Semester Credit	Grade
SPCH	310	Conflict and Dispute Resolution		3	

**Area B: SOCIAL SCIENCES (ECON, GEOG, HIST, POL, PSYC, SOC, SOSO)**

ECON	241	Microeconomics		3	
PSYC	205	Human Growth and Development		3	

**Area C: MATH & SCIENCE (BIOL, CHEM, CIS, ESCI, GSCI, MATH, NSCI, PHYS, TSCI) - At least one course in this area must be a lab science)**

CIS	320	Computers in Education		3	

**Area D: TECHNOLOGY-APPLIED ART (ACCT, AG, AGMT, ATDI, AUTO, BODY, BUED, BUS, CET, DIES, DRFT, EET, AGMT, HPE, HPEA, IET, MFGT, METL, NURS, RRT, SBM, TSS)**

HPE	235	Prin. Hlth Ed. & Substance Abuse		3	

The following courses **MAY NOT** be used to fulfill distribution requirements:

1. Courses required to fulfill General Education Core requirements.
2. Cooperative Education courses (courses numbered 279 or 479).
3. Courses with EDUC, EDPY, GUID, or VOED prefixes.

Other Education Requirements:

PSAT Passed. Date: \_\_\_\_\_

Final Admission to Teacher Education. Date: \_\_\_\_\_

Major Advisor's Signature

Date



**BUSINESS EDUCATION PROGRAM SHEET 2001**  
**Revised October 4, 2000**

**Freshman Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
BUED 110	1	BUED 142	2
ACCT 261	3	ENGL 112	3
ENGL 111	3	SPCH 141 or 142	3
BUS 110	3	CIS 111	3
Area A	3	MATH 110 or 112	3
EDPY 112	3	ACCT 262	3
	16		7

**Sophomore Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
ACCT 285	3	BUS 271	3
BUED 245	3	BUED 302	3
BUED 280	2	SPCH 310	3
ECON 241	3	HPE 235	3
EDPY 215	3	BUED 230	2
PSYC 205	3	BUS 300	3
	17		17

**Junior Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
BUS 335	3	EDUC 405	3
BUED 305	3	Area C (Lab Sci)	4
CIS 320	3	SBM 416	3
BUED 348	3	EDUC 380	3
EDUC 376	2	BUED 318	1
BUED 315	1	BUED 319	1
BUED 316	1	BUED 421	
BUED 317	1		
	17		16

**Senior Year**

<b>Fall Semester</b>		<b>Spring Semester</b>	
BUED 422	1	EDUC 450	12
BUED 423	1		
BUED 424	1		
BUED 455	1		
EDUC 455	3		
BUS 410	3		
EDUC 445	3		
Elective	2		
	15		12

**Fall/Spring Teaching Schedule (BUED courses only)**

**Fall**

<b>BUED 100</b>	<b>Keyboarding</b>	<b>2 (1/2)</b>
<b>BUED 110</b>	<b>Intro to Bus. Ed &amp; Portfolio Development</b>	<b>1</b>
<b>BUED 245</b>	<b>Personal Finance</b>	<b>3 (1/2)</b>
<b>BUED 280</b>	<b>The Internet &amp; Web Page Design for Bus. Ed.</b>	<b>2</b>
<b>BUED 305</b>	<b>Video Editing &amp; Production</b>	<b>3 (1/2)</b>
<b>BUED 348</b>	<b>Business Communications</b>	<b>3</b>
<b>BUED 315</b>	<b>Methods - Accounting</b>	<b>1</b>
<b>BUED 316</b>	<b>Methods - KB &amp; Word Processing</b>	<b>1</b>
<b>BUED 317</b>	<b>Methods - Office Skills</b>	<b>1</b>
<b>BUED 422</b>	<b>Methods - Entrepreneurship</b>	<b>1</b>
<b>BUED 423</b>	<b>Methods - Computer Applications</b>	<b>1</b>
<b>BUED 424</b>	<b>Methods - Special Learners</b>	<b>1 (1/2)</b>
<b>BUED 455</b>	<b>Pre-Practicum Seminar</b>	<b>1</b>

**21 credits**

**Spring**

<b>BUED 100</b>	<b>Keyboarding</b>	<b>2 (1/2)</b>
<b>BUED 142</b>	<b>Word Processing</b>	<b>2</b>
<b>BUED 230</b>	<b>Office Skills</b>	<b>2 (1/2)</b>
<b>BUED 302</b>	<b>Intro to E-Commerce</b>	<b>3</b>
<b>BUED 318</b>	<b>Methods - Personal Finance</b>	<b>1</b>
<b>BUED 319</b>	<b>Methods - Business Law</b>	<b>1</b>
<b>BUED 421</b>	<b>Methods - Marketing</b>	<b>1</b>

**12 credits**

**Total: 33 credits (9 for 1/2 person)**



**MONTANA STATE UNIVERSITY-NORTHERN  
BUSINESS EDUCATION (5-12) MAJOR  
No Minor Required**

**REQUIRED COURSES**

Prefix & No	Title	Substitute or Transfer	Institution	Student			Grade
				Sem Taken	Yr	Cr	
<b>BUED 100</b>	Basic Keyboarding			F Sp Su		2	
<b>BUED 121</b>	Speedwriting	100/200 level bus. classes		F Sp Su		3	
<b>BUED 142</b>	Intro to Word Process			F Sp Su		3	
<b>BUED 238</b>	Automated Office ← OR			F Sp Su		3	
<b>BUED 279</b>	Coop Education ←			F Sp Su		6	
<b>BUED 280</b>	Business Applications			F Sp Su		3	
<b>BUED 312</b>	Meth Teach Business			F Sp Su		3	
<b>BUED 400</b>	Office Management	400 level business classes		F Sp Su		3	
<b>ACCT 261</b>	Prin. Of Accounting I			F Sp Su		3	
<b>ACCT 262</b>	Prin. Of Accounting II			F Sp Su		3	
<b>BUS 100</b>	Intro to Business			F Sp Su		3	
<b>BUS 245</b>	Personal Finance			F Sp Su		3	
<b>BUS 271</b>	Legal Envir. Business			F Sp Su		3	
<b>BUS 300</b>	Mgmt. & Organizations			F Sp Su		3	
<b>BUS 302</b>	Adv Business Solutions			F Sp Su		3	
<b>BUS 335</b>	Principles of Marketing			F Sp Su		3	

**TOTAL CREDITS REQUIRED: 44 or 47**

**ADDITIONAL REQUIREMENTS:**

At least 40 of the total credits required for graduation must be at the 300/400 level. Number of 300/400 level classes listed on papers and transcript: \_\_\_\_\_ **CREDITS**

**TOTAL CREDITS:** Students must have 128 credits to earn a bachelor's degree, according to the Montana Board of Regents Policy.

This student lists: \_\_\_\_\_ credits, according to the transcript  
 \_\_\_\_\_ credits, on the first page of graduation papers  
 \_\_\_\_\_ **TOTAL CREDITS**

Students graduating with a bachelor's degree must have a cumulative GPA of 2.00 and a GPA in both the major and minor of at least 2.5.

**GPA REQUIREMENT FULFILLED: YES \_\_\_ NO \_\_\_**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Advisor Date

\_\_\_\_\_  
Dean, College of Technical Sciences Date

**STUDENTS NAME** \_\_\_\_\_

**NOTE:** This form is to be typed or printed legibly. List all courses, including those yet to be taken, which will fulfill the General Education Requirements.

**FUNDAMENTAL SKILLS (18-19 SEMESTER CREDITS)**

Prefix	No	Course Title	Date Completed	Semester Credit	Grade
ENGL	111	Written Communications I		3	
ENGL	112	Written Communications II		3	
SPCH	141 or 142	Fundamentals of Speech		3	
MATH	112 Or	College Algebra OR		3	
MATH	110 Or	Math for Liberal Arts Or		4	
		Higher Level Math			
CIS	110 or 111	Introduction to Computers		3	

**DISTRIBUTION AREAS (24 SEMESTER CREDITS)**

Students in baccalaureate degree programs must complete a minimum of six credits in each of the four distribution areas. Courses required in student's major program may be counted to meet distribution requirements. **FUNDAMENTAL SKILLS COURSES MAY NOT BE USED FOR DISTRIBUTION REQUIREMENTS.**

**A. HUMANITIES (ART, DRMA, ENGL, FREN, GER, GDSN, HUM, MUS, NAS, PHIL, SPAN, SPCH)**

Prefix	No.	Course Title	Date Completed	Semester Credit	Grade

**B. SOCIAL SCIENCES (ECON, GEOG, HIST, POL, PSYC, SOC, SOSO)**

ECON	241	Microeconomics			

**C. MATHEMATICS & SCIENCE (BIOL, CHEM, CIS, ESCI, GSCI, MATH, NSCI, PHYS, TSCI) – At least one course in this group must be a lab science.**


**D. TECHNOLOGY-APPLIED ART (ACCT, AG, AGMT, ATDI, AUTO, BODY, BUED, BUS, CET, DIES, DRFT, EET, AGMT, HPE, HPEA, IET, MFGT, METL, NURS, RRT, SBM, TSS)**


**ADVANCED PROGRAM PROJECT- (Capstone Component- identified in each program area)**

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The following courses **MAY NOT** be used to fulfill distribution requirements:

1. Courses required to fulfill fundamental distribution requirements.
2. Cooperative Education courses (courses number 279 and 479).
3. Courses with EDUC, EDPY, GUID, or VOED prefixes.

Major Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Course Revision Form

NEW      **DROPPED**  MAJOR REVISION      INFORMATION ONLY

**Department:** Business      **Program Area:** Business Education      **Date:** September 7, 2000

**Prefix:** BUS      **No.:** 245      **Title:** Personal Finance      **Credits:** 3

**Required by:** Business Education Bachelor, Business Education Minor, Business Technology Associate Degree

**Selective in:**

**Elective in:**

**General Education:** Area D

**Lecture**      **Lecture/Lab**      **Contact hours lecture**      **Contact hours lab**

**Current Catalog Description (include all prerequisites):**

Replaced by BUED 245

**Proposed Catalog Description (include all prerequisites):**

**Course Outcome Objectives:**

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

Course Revision Form

NEW  **DROPPED**  MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY \_\_\_\_\_

**Department:** Business **Program Area:** Business Technology **Date:** September 7, 2000

**Prefix:** BUS **No.** 302 **Title:** Advanced Business Solutions **Credits:** 3

**Required by:** Business Education Bachelor

**Selective in:**

**Elective in:**

**General Education:** Area D

**Lecture** \_\_\_\_\_ **Lecture/Lab** \_\_\_\_\_ **Contact hours lecture** \_\_\_\_\_ **Contact hours lab** \_\_\_\_\_

**Current Catalog Description (include all prerequisites):**

Accounting, text processing and business applications will be used to address complex business situations. A multisystem approach will be emphasized in relation to various business cases requiring intensive use of various business application tools. Prerequisite: BUED 280 or consent of instructor.

**Proposed Catalog Description (include all prerequisites):**

**Course Outcome Objectives:**

Replaced by BUED 302

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

Course Revision Form

NEW  **DROPPED**  MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY \_\_\_\_\_

**Department:** Business **Program Area:** Business Technology **Date:** September 7, 2000

**Prefix:** BUS **No.** 302 **Title:** Advanced Business Solutions **Credits:** 3

**Required by:** Business Education Bachelor

**Selective in:**

**Elective in:**

**General Education:** Area D

**Lecture** \_\_\_\_\_ **Lecture/Lab** \_\_\_\_\_ **Contact hours lecture** \_\_\_\_\_ **Contact hours lab** \_\_\_\_\_

**Current Catalog Description (include all prerequisites):**

Accounting, text processing and business applications will be used to address complex business situations. A multisystem approach will be emphasized in relation to various business cases requiring intensive use of various business application tools. Prerequisite: BUED 280 or consent of instructor.

**Proposed Catalog Description (include all prerequisites):**

**Course Outcome Objectives:**

Replaced by BUED 302

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

# Course Revision Form

NEW  DROPPED

MAJOR REVISION

INFORMATION ONLY

Department: Business

Program Area: Business Education

Date: September 7, 2000

Prefix: BUED No.: 110

Title: Introduction to Business Education

Credits: 1

Required by: Business Education Bachelor

Selective in:

Elective in:

General Education: Not to be used to fulfill a general education requirement.

Lecture: 1 Lecture/Lab: \_\_\_\_\_ Contact hours lecture: 15 Contact hours lab: \_\_\_\_\_

Current Catalog Description (include all prerequisites):

None

Proposed Catalog Description (include all prerequisites):

Provides the prospective educator with an overview of the field of education in general and business education, in particular. The process of becoming a certified teacher will be discussed, as well as requirements and expectations of business education students. Note-taking skills will be addressed and OPI/NCATE and National Standards will be covered. Additionally, the teaching portfolio and teaching journal and resources will be addressed.

Course Outcome Objectives:

1. Students will demonstrate their understanding of the attitudes, knowledge, skills, and degree of expertise required for a beginning business teacher.
2. Students will demonstrate their understanding of the aspects of study that they will meet in subsequent courses as well as the "process" they will follow from this point, through student teaching.
3. Students will demonstrate their understanding of portfolio requirements for the Business Education program.
4. Students will demonstrate reflective and critical thinking skills through their journal entries and their portfolio choices.
5. Students will demonstrate note-taking skills.
6. Students will demonstrate their understanding of OPI/National Standards and Standards-Based Assessment.

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. None



Course Revision Form

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 230 Title: Office Skills Credits: 2

Required by: Business Education Bachelor, Railroad Major

Selective in:

Elective in:

General Education: Area D

Lecture   1   Lecture/Lab   2   Contact hours lecture   15   Contact hours lab   30  

**Current Catalog Description (include all prerequisites):**

Application of procedures in the modern office including office communications, filing systems, organizational skills, time management, and professional conduct. Course will also cover some clerical operations including calculators, dictaphones, and reprographics. Prerequisites: BUED 100 or instructor consent; BUED 142.

**Proposed Catalog Description (include all prerequisites):**

Application of procedures in the modern office including office communications technology, filing systems, organizational skills, time management, and professional conduct, will be emphasized. The course will also cover a number of clerical operations including calculators, dictaphones/transcription, telephone skills, and reprographics. Prerequisite: BUED 142 or instructor consent.

**Course Outcome Objectives:**

1. Students will demonstrate the ability to communicate effectively utilizing e-mail, NetMeeting or a similar medium, as well as by traditional written and oral mediums, including the telephone.
2. Students will demonstrate the ability to set up a filing system and to file properly and accurately.
3. Students will demonstrate the ability to organize their work and their office and to manage their time effectively.
4. Students will demonstrate an understanding of professional conduct.
5. Students will demonstrate a basic level of skill with a variety of office machines, including calculators, dictaphones, and copy machines.

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.** Video feeds on each compute intra-classroom phone system, additional electronic printing calculators, additional dictaphones

Course Revision Form

NEW  DROPPED  MAJOR REVISION  INFORMATION ONLY

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 245 Title: Personal Finance Credits: 3

Required by: Business Education Bachelor, Business Education Minor, and Business Technology Associate Degree

Selective in: Agricultural Technology Associate Degree

Elective in:

General Education: Area D

Lecture 3 Lecture/Lab \_\_\_\_\_ Contact hours lecture 45 Contact hours lab \_\_\_\_\_

**Current Catalog Description (include all prerequisites):**

(As BUS 245) Helps individuals be better financial consumers. It examines the techniques of budgeting, investing, and using credit. Home ownership, the varieties and purposes of insurance, and tax preparation are also studied. The course concludes with retirement programs and estate planning. A number of projects are required, so students can apply information from the class to their own real-life situations.

**Proposed Catalog Description (include all prerequisites):**

Provides the student with the tools to make them better financial consumers. We will examine the techniques of budgeting, investing, using credit, and purchasing capital goods. Additionally, students will be provided with the option of investigating retirement programs and estate planning as well as tax preparation. A number of projects are required to help students apply information from the class to their own real-life situation.

**Course Outcome Objectives:**

1. Students will demonstrate their ability to prepare a budget.
2. Students will demonstrate their understanding of credit and of wise use of credit.
3. Students will demonstrate their understanding of investing.
4. Students will demonstrate knowledge regarding capital goods purchases.

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. None**

Course Revision Form

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION  X  INFORMATION ONLY \_\_\_\_\_

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 280 Title: The Internet, Web Page Design, and On-line Course Supplements for Educators

Credits: 2

Required by: Business Education Bachelor, Railroad Major (may want to change), Marketing Education Minor

Selective in:

Elective in:

General Education: Area D

Lecture  1  Lecture/Lab  2  Contact hours lecture  15  Contact hours lab  30

Current Catalog Description (include all prerequisites):

A survey of various business applications tools used in most business situations. The use of specific accounting, electronic mail and other text processing applications will be stressed in conjunction with other commonly used business application software. Prerequisite: BUS 100, CIS 110 or permission of instructor.

Proposed Catalog Description (include all prerequisites):

Students will learn to use effective search strategies with a variety of browsers. Students will learn to design web pages, both personal and course-related, and will begin preparing on-line supplements for the courses typically taught in the high school (these web pages will be completed during the applicable methods courses).

Course Outcome Objectives:

1. Students will demonstrate their knowledge of a variety of internet search strategies.
2. Students will demonstrate their ability to design and produce web pages.
3. Students will demonstrate their ability to design and produce on-line course supplements.
4. Students will demonstrate the ability to design and produce a business on-line resource library.

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. Server

Course Revision Form

NEW  DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 302 Title: Introduction to E-Commerce and Internet Marketing Credits: 3

Required by: Business Education Bachelor

Selective in: Business Technology Bachelor

Elective in:

General Education: Area D

Lecture 3 Lecture/Lab Contact hours lecture 45 Contact hours lab \_\_\_\_\_

**Current Catalog Description (include all prerequisites):**

(As BUS 302) Accounting, text processing, and business applications will be used to address complex business situations. A multisystem approach will be emphasized in relation to various business cases requiring intensive use of various business application tools. Prerequisite: BUED 280 or consent of instructor.

**Proposed Catalog Description (include all prerequisites):**

Students will develop an Internet marketing plan and subsequent Internet marketing tools. Students will conduct market research, photograph products, layout pages, develop customer service strategies, and perform the technical aspects of web catalog production.

Prerequisite: BUED 280 or consent of instructor

**Course Outcome Objectives:**

1. Students will demonstrate their ability to prepare a marketing plan for an Internet business based on market research.
2. Students will demonstrate their ability to translate their Internet marketing plan into a basic web catalog. This process will include product photographs, page layout, customer service strategies, etal.

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.** Server, Layout Table

Course Revision Form

NEW  DROPPED  MAJOR REVISION  INFORMATION ONLY

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 305 Title: Video Editing and Production Credits: 3

Required by: Business Education Bachelor, Marketing Education Minor

Selective in:

Elective in:

General Education: Area D

Lecture Lecture/Lab 3 Contact hours lecture 45 Contact hours lab

Current Catalog Description (include all prerequisites):

None

Proposed Catalog Description (include all prerequisites):

This course will provide you with a basic foundation in the concepts of video production and editing. You will tap into your higher level thinking skills by translating an idea into effective video utilizing digital hardware and computer editing software. You will also learn the use of video technology to bridge the printed word with visuals. number of projects will be required including techniques of creating school news broadcasts, video resumes, video yearbooks and the use of video technology in marketing and promotion. You will also research equipment that would be needed to equip a school television studio.

Course Outcome Objectives:

1. Students will demonstrate their knowledge of basic studio terminology.
2. Students will demonstrate their camera skills in effective television writing and production.
3. Students will demonstrate their ability to use camera equipment while producing and editing footage.
4. Students will demonstrate the interpersonal skills and the communication skills required to work as part of a video crew.
5. Students will demonstrate their ability to prepare storyboards and then translate those storyboards into effective video productions.
6. Students will research, evaluate, and purchase camera equipment that would be necessary for a school media program.

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

Digital Camcorders; Upgraded computers to handle video editing software; video editing software; VCRs; TV monitor

Course Revision Form

NEW \_\_\_\_\_ DROPPED  MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY \_\_\_\_\_

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 312 Title: Methods of Teaching Business Credits: 3

Required by: Business Education Bachelor and Business Education Minor

Selective in:

Elective in:

General Education:

Lecture \_\_\_\_\_ Lecture/Lab \_\_\_\_\_ Contact hours lecture \_\_\_\_\_ Contact hours lab \_\_\_\_\_

Current Catalog Description (include all prerequisites):

Emphasizes special methods and materials necessary for teaching business courses commonly taught in the public schools. Included are techniques for planning, evaluating, and measuring learner performance. Students will present teaching demonstrations in basic business and in the use of typewriters, calculators, word processors, and shorthand. Use of selected software will be explored. Prerequisites: Completion of all Lower Division BUED and BUS courses and Admission to Teacher Education.

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Replaced by a series of individual methods courses.

## Course Revision Form

NEW  DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: See below Title: Business Teaching Methods Courses Credits:

Required by: Business Education Bachelor and Business Education Minor

Selective in:

Elective in:

General Education: May not be taken for general education credit.

Lecture 1 Lecture/Lab \_\_\_\_\_ Contact hours lecture 15 Contact hours lab \_\_\_\_\_

Current Catalog Description (include all prerequisites):

(As BUED 312) Emphasizes special methods and materials necessary for teaching business courses commonly taught in the public schools. Included are techniques for planning, evaluating, and measuring learner performance. Student will present teaching demonstrations in basic business and in the use of typewriters, calculators, word processors, and shorthand. Use of selected software will be explored. Prerequisites: Completion of all Lower Division BUED and BUS courses and Admission to Teacher Education.

Proposed Catalog Description (include all prerequisites):

Each methods course will emphasize the special methods and materials necessary to teach the associated course in the public schools. Included are techniques for planning, organizing, evaluating, and measuring learner performance. Students will practice selecting, designing, developing and utilizing objectives, and designing learning/teaching strategies suitable for the course and the audience. Students will develop syllabi, unit plans, and lesson plans, and will present multi-media teaching demonstrations to both peers and Master teachers. Students will complete the development of Internet supplementary material for each subject area begun in BUED 280. Each course will additionally discuss the philosophy and objectives of vocational education and occupational technology as they apply to the specific subject area. Each methods course will require a period of observation of a high school class in the subject area as well as participation in on-line discussions.

**BUED 315 - Methods of Teaching Accounting** 1 Cr.

Prerequisites: Completion of ACCT 261, ACCT 262, and ACCT 285, and Admission to Teacher Education.

**BUED 316 - Methods of Teaching Keyboarding and Word Processing** 1 Cr.

Prerequisites: Completion of BUED 142 and Admission to Teacher Education

**BUED 317 - Methods of Teaching Office Skills** 1 Cr. (Not required in Minor)

Prerequisites: Completion of BUED 230 and Admission to Teacher Education

**BUED 318 - Methods of Teaching Personal Finance** 1 Cr.

Prerequisites: Completion of BUED 245 and Admission to Teacher Education

**BUED 319 - Methods of Teaching Business Law** 1 Cr.

Prerequisites: Completion of BUS 271 and Admission to Teacher Education

**BUED 421 - Methods of Teaching Marketing** 1 Cr.

Prerequisites: BUED 305, BUS 335, and Admission to Teacher Education

**BUED 422 - Methods of Teaching Entrepreneurship** 1 Cr.

Prerequisites: BUS 300, BUED 302, SBM 416 and Admission to Teacher Education

**BUED 423 - Methods of Teaching Computer Applications** 1 Cr.

Prerequisites: CIS 111, BUED 280, BUED 348, CIS 320 and Admission to Teacher Education

**BUED 424 - Methods of Teaching Business to Special Learners** 1 Cr. (Not required in Minor)

Students will learn how to adapt the classroom and their teaching methods for the special/exceptional learner. Classroom management skills will also be emphasized.

Prerequisites: All 300 level methods courses and Admission to Teacher Education. This course may be taken concurrently with 400 level methods courses.

**Course Outcome Objectives:**

1. Students will demonstrate the ability to plan, organize, evaluate, and measure/assess student performance.
2. Students will demonstrate the ability to select, design, develop and utilize objectives, and design learning/teaching strategies suitable for the course and the audience.
3. Students will demonstrate the ability to develop syllabi, unit plans, and lesson plans, and associated on-line supplements.
4. Students will demonstrate the ability to present multi-media lesson presentations.
5. Students will demonstrate their knowledge of the philosophy and objectives of vocation education and occupational technology as they apply to the specific subject area.
6. Students will demonstrate their ability to communicate, reflect, and think critically.
7. Students will demonstrate their ability to make adjustments and adaptations for special learners.

**New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources. None anticipated**



## Course Revision Form

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 348 Title: Business Communications Credits: 3

Required by: Business Education Bachelor, Communication Major

Selective in: Business Technology

Elective in:

General Education: Area D

Lecture 3 Lecture/Lab \_\_\_\_\_ Contact hours lecture 45 Contact hours lab \_\_\_\_\_

### Current Catalog Description (include all prerequisites):

A comprehensive view of the scope and importance of communications for business, emphasizing the composition of routine letters, sales and claims correspondence, and special situation letters. Employment applications and resumes will be reviewed. Preparation of special written business reports with oral and graphic presentations covering a wide range of business situations is also included. This course meets the University requirements for a "capstone course." Prerequisite: completion of Basic Skills English and speech requirements.

### Proposed Catalog Description (include all prerequisites):

This course presents a comprehensive view of the scope and importance of communications for business, emphasizing the composition of letters and memos typically utilized by business, sales and claims correspondence, and special situation letters. Employment applications and resume writing will be reviewed. Preparation of business reports and proposals, along with oral, multi-media presentations covering a wide range of business situations, is also included. This course meets the University requirements for a "capstone course." Prerequisites: completion of Fundamental Skills English and speech requirements.

### Course Outcome Objectives:

1. Students will demonstrate their understanding of the basic forms of communication and the communication process.
2. Students will recognize the challenges of communication interculturally.
3. Students will demonstrate the ability to use technology for communication purposes.
4. Students will demonstrate the ability to plan, compose, and revise various types of letters, memos, and other brief messages.
5. Students will demonstrate the ability to write employment messages and an understanding of the interview process.
6. Students will demonstrate the ability to plan, research, write, and present reports and proposals.
7. Students will demonstrate the ability to communicate orally, both interpersonally and in the delivery of presentations.

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

## Course Revision Form

NEW  DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ INFORMATION ONLY \_\_\_\_\_

Department: Business Program Area: Business Education Date: September 7, 2000

Prefix: BUED No.: 455 Title: Pre-Practicum Seminar Credits: 1

Required by: Business Education Bachelor

Selective in:

Elective in:

General Education: May not be used for general education credit.

Lecture 1 Lecture/Lab \_\_\_\_\_ Contact hours lecture 15 Contact hours lab \_\_\_\_\_

Current Catalog Description (include all prerequisites):

None

Proposed Catalog Description (include all prerequisites):

This course will emphasize the details, student teaching etiquette, the things that you never seem to be told before you embark on your student teaching adventure - areas such as who do you talk to, when do you talk to them, and what do you say. Grading, time management, extra-curricular activities, dress, demeanor, and test-writing will be covered. Expect information on student vocational organizations, school-to-work, tech prep, and credit-to-work programs as well. The class is to be taken the semester immediately prior to the student teaching experience. A portion of the class will be held prior to student teaching and the remainder of the class will be taken during and immediately after the student teaching experience.

Course Outcome Objectives:

1. Students will demonstrate their understanding of expectations and student teaching etiquette prior to their student teaching experience.
2. Students will demonstrate the ability to organize a student vocational organization.
3. Students will demonstrate their knowledge of special programs including school-to-work, tech prep, and credit-to-work.
4. Students will demonstrate their ability to reflect and think critically on their student teaching experience.

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.